



10 Courses

Project Management: The Basics for Success

Work Smarter, Not Harder: Time Management for Personal & Professional Productivity

Finance for Non-Financial Professionals

Communication in the 21st Century Workplace

High-Impact Business Writing

The Art of Negotiation

Fundamentals of Management

Effective Problem-Solving and Decision-Making

Essentials of Entrepreneurship: Thinking & Action

Career Success Project

UCI Division of Continuing Education

08/10/2018

**Jamal Al Dhubaibi**

has successfully completed the online, non-credit Specialization

## Career Success

In this Specialization, learners developed and honed essential skills for today's dynamic workforce, including the fundamentals of finance, basic data analysis, project management, and business writing. The Specialization also focused on softer skills such as communication techniques, negotiation skills, leading people, and effective problem-solving. Learners completed a Capstone Project at the end of the Specialization to apply their new knowledge and skills.

David Standen, MBA  
Instructor  
University of California,  
Irvine Extension

Rob Stone, PMP, M.Ed.  
Instructor  
University of California,  
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Dave Nagy  
Instructor  
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Patricia Bravo, MBA,  
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Sue Robins, M.S. Ed.  
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